

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Day Care Home Sponsors

FROM: Maureen Staggenborg, Director
Child Nutrition Programs

SUBJECT: **Operational Memorandum #13H-05**
Child and Adult Care Food Program (CACFP) Interim Rule Implementation:
I. Household Contacts
II. Annual Enrollment Documents

DATE: April 1, 2005

The purpose of this memorandum is to provide information on implementation of certain provisions of the interim federal regulations governing the CACFP for day care home sponsoring organizations. These provisions cover household contact requirements and child enrollment forms as follows:

I. Household Contacts

Sponsoring organizations of day care homes must conduct parental contacts to verify child enrollment and attendance as part of their monitoring responsibilities. The Connecticut State Department of Education has developed a household contact system that is effective as of **April 1, 2005**. A copy of the policy describing this system and a sample parental contact letter is attached for this purpose. Please review the conditions that would require parental contacts as several have been added since the training held on March 3, 2005.

II. Annual Enrollment Form Requirements

An annual enrollment form is required for all children enrolled in the CACFP. The child's enrollment form must be signed by the parent or guardian and include information about the child's normal days and hours of attendance and the meals that the child receives while in care. A sample child enrollment form has been modified to include this new required information and a copy of the form is attached. This form or versions of the form (including the required information) must be used for all children enrolled after **April 1, 2005** and must be in place for all other currently enrolled children by **September 30, 2005**.

If there are any questions concerning this guidance, please contact Maureen Staggenborg at 860-807-2070 or Susan Bohuslaw at 860-807-2073.

Attachments

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